



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

VACANCY NOTICE

TITLE:	Captain
LOCATION:	College Police <i>Incumbent is initially assigned to the Knight Campus, Warwick, R.I. However, campus assignment and shift will rotate as necessary between the Knight, Flanagan, Liston and Newport Campuses.</i>
REPORTS TO:	Director-Security & Safety
GRADE & SALARY:	CCRI PSA 7; Salary range begins at \$31,181 Hiring salary commensurate with education and experience
WORK SCHEDULE:	35 hour work week plus required overtime: 24 hour call Hours of assignment will rotate as necessary
SUPERVISES:	Campus Patrol Persons, College Police Officers and Supervisors; Support Staff and Student Workers as needed.

JOB SUMMARY:

This is a supervisory level position with administrative and office management responsibilities. The incumbent assists the Director and Assistant Director with the implementation of policies and procedures involving College Police, Security and Safety Department. To assume command of the department in the absence of the Director or Assistant Director. Oversee administrative, operational, training & professional standards duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and direct the field and office work of security/safety and college police and other office staff on all shifts; resolve problems and meet emergencies calmly and efficiently; make arrests in accordance with the provisions of all applicable laws. Enforce all applicable traffic and parking regulations. Conduct campus inspections at various times of the day or night.

Conduct as required criminal and civil investigations; make reports and recommendations as necessary; attend college disciplinary hearings and appear in court as necessary.

Conduct roll call inspections and briefings of department personnel; assign overtime details to ensure adequate staffing levels are maintained at all times; prepare duty schedules and post assignments as necessary.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

Supervise and coordinate the department's fire prevention and safety inspection program; ensure that all safety deficiencies are detected and corrected.

As necessary, fill in for supervisory level police personnel i.e., Supervising Public Property Officers and Supervisors, College Police Officers and Supervisors, College Patrol Persons and Police and Supervisors, by working shifts not covered due to sickness, vacation, emergency, etc.

Assist with the maintenance of strong public relations with all members of the college community, general public and external agencies.

Coordinate security activities with various internal and external agencies such as local police and fire departments.

On a daily basis, advise the Director and Assistant Director of the status of matters needing attention and/or correction such as shift coverage, ongoing investigations, inspection results.

Prepare, review and critique staff reports regarding police and other security related matters. Provide training as needed in report writing and investigation techniques.

Ensure the maintenance of all police and security equipment. Inspect all vehicles used by the department to ensure that they are properly equipped and maintained for everyday use.

On occasion, as the highest ranking officer on duty, respond to and resolve all security matters occurring on the shift.

Assist injured person(s) and, as needed, lift and carry injured person(s) to places of safety and/or medical attention.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Must maintain a telephone due to need for 24 hour availability. Must possess a valid driver's license to operate a motor vehicle and have access to own transportation due to required travel.

ENVIRONMENTAL CONDITIONS:

Must be able to work in adverse weather conditions, climb stairs, and stand for long periods of time and work amid moving vehicles. Must be able to lift and carry injured persons.

QUALIFICATIONS:

Associate's degree required, preferably in law enforcement or related field.

Must have satisfactorily completed the Municipal Police Training Academy prior to appointment.

Must have the ability to implement and train personnel in police and security procedures.

Must have at least five years of prior work experience in the field of law enforcement.

At least three years' supervisory experience required, preferably in a collective bargaining setting.

Must have strong interpersonal, communications, analytical and decision making skills.

Must be flexible and able to act calmly in emergency situations.

APPLICATION PERIOD: NOVEMBER 23, 2015 – DECEMBER 14, 2015

(This date includes a five-day grace period. Applications will not be accepted after 12/14/15 11:59pm EST).

HOW TO APPLY:

To apply for this position, complete CCRI's online application located at jobs.ccri.edu , and attach a cover letter and resume by the closing date. Please include information of three references within the application. Finalists will be required to provide official college transcripts.

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 825-2311 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.